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C-A OPERATIONS PROCEDURES MANUAL

2.4 Operator Trainees

Text Pages 2 through 3

Hand Processed Changes

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Approved: Signature On File _____
Collider-Accelerator Department Chairman Date

P. Ingrassia

2.4 Operator Trainees

1. Purpose

On-shift training should be conducted so that an operator trainee satisfactorily completes all of the required training and receives maximum learning benefit from their experiences. On-shift training is that portion of the operator's growth period where the trainee receives training in the job environment with as much hands-on experience in operating the accelerator as possible. This period of instruction is normally controlled by the supervisors of the individual operations groups because accelerator related equipment is usually involved. The following training activities are appropriate:

- a) on-shift training should adhere to established training programs so that instructional uniformity will be maintained,
- b) on-shift instructors/evaluators should be qualified for the activities they perform to ensure both correct accelerator operation and quality training,
- c) trainees should be supervised by senior persons,
- d) the training program should be approved by several levels of management, and
- e) on-shift training should be appropriately documented by the supervisor and kept in a supervisors' files.

2. Guidelines

2.1 Training Programs for Operations Groups

Training for new persons is carried out in a phased process. Upon arrival, the new trainee is required to attend C-A and BNL mandated safety training sessions, meet with systems specialists to learn first hand about equipment, spend time in the control room for initial familiarizations with tasks and tools, and read the provided technical literature. In general, the trainee is qualified when the supervisor is confident that he/she can carry the shift responsibilities with less supervision.

2.2 Use of Trainees to Support Operations

The supervisor decides when a trainee is sufficiently trained to do a certain procedure unassisted. The trainee may be assigned other operations tasks provided they are within the confines of the particular groups responsibilities.

2.3 Training Program Approval

All training programs for operating groups are to be reviewed and approved by the supervisor and the next higher level of supervision.

2.4 Training Documentation

The Training Office maintains records of what training operators have received and the training date.

2.5 C-A Training Common to all Operating Groups

All C-A operations personnel as well as all non-C-A personnel that support C-A operations should receive C-A Lockout/Tagout training.

For those who wish to have access to the AGS Ring, Booster Ring, and primary beam lines, AA256 Key Training is required. This may include all C-A operations personnel as well as all non-C-A personnel that support C-A operations.